



1999

OPEN SOLICITATION ANNOUNCEMENT

Due Date: December 13, 1999

U.S. Department of Justice
Office of Justice Programs
810 Seventh Street NW.
Washington, DC 20531

Janet Reno
Attorney General

Raymond C. Fisher
Associate Attorney General

Laurie Robinson
Assistant Attorney General

Noël Brennan
Deputy Assistant Attorney General

Nancy E. Gist
Director, Bureau of Justice Assistance

Office of Justice Programs
World Wide Web Home Page
www.ojp.usdoj.gov

Bureau of Justice Assistance
World Wide Web Home Page
www.ojp.usdoj.gov/BJA

For grant and funding information contact
U.S. Department of Justice Response Center
1-800-421-6770

The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime.

BJA Bureau of Justice Assistance

1999
OPEN SOLICITATION ANNOUNCEMENT

A Message From the Director

I am pleased to announce the third annual Bureau of Justice Assistance (BJA) Open Solicitation competition.

In my travels across the country, I often hear the same issue voiced in many different ways: the Federal Government needs to demystify the grant-making process and open it up to new ideas from state, local, and tribal communities. In response, BJA initiated the Open Solicitation Discretionary Grant Program in 1997. We limited the solicitation to the areas of greatest need as reported by our constituents and asked for concept papers on selected topics suggested by practitioners.

State, local, and tribal governments and agencies were invited to submit a six-page concept paper describing innovations they would like to try in their communities. They, in turn, reached out within their communities and proposed building partnerships with schools, social service agencies, private-sector organizations, and virtually every other type of institution with a stake in safe and vibrant communities. In the past 2 years, BJA has received more than 3,000 concept papers from every level of government and from every component of the criminal justice system.

Our first 2 years' experience with the Open Solicitation Program has reinforced my conviction that Washington can learn much from listening to America's communities. With this solicitation, BJA continues to encourage, support, and publicize local innovations that will help build safe and healthy communities.

I encourage you to take advantage of this opportunity and look forward to your submissions.



Nancy E. Gist
Director

Contents

About BJA	1
1999 Open Solicitation Announcement	3
1999 Topic Areas	5
1. Alcohol and Crime	5
2. Crime Prevention Among the Elderly	5
3. Improving Access to Services in Rural and Tribal Settings	6
4. Mental Health	6
5. Police Partnerships	7
6. Local Criminal Justice Planning	8
7. Improving Front-End Decisionmaking	8
8. Strategies To Strengthen the Adjudication Process	9
9. Innovations in Offender Supervision and Reentry	9
Selection and Review Process	10
Contacts for More Information	10
Submission Criteria	11
Administrative Requirements	11
Concept Paper Format Requirements and Scoring	11
Deadline and Submission	13
Cover Page: 1999 Open Solicitation, Bureau of Justice Assistance	15
Suggestions for Submitting Open Solicitation Proposals to BJA	17

About BJA

The Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), supports innovative programs that strengthen the nation's criminal justice system. Its primary mission is to provide leadership and a wide range of assistance to local criminal justice strategies to make America's communities safer.

Established by the Omnibus Crime Control and Safe Streets Act of 1968, as amended, BJA accomplishes this mission by providing funding, training, technical assistance, and information to state, local, and tribal criminal justice programs and by emphasizing the coordination of federal, state, and local efforts. BJA's specific goals are to assist communities in reducing and preventing crime, violence, and drug abuse and to improve the functioning of the criminal justice system.

For more information about programs, training and technical assistance, and information dissemination supported by BJA, contact the BJA Clearinghouse at 1-800-688-4252 or access the BJA World Wide Web home page at www.ojp.usdoj.gov/BJA.

1999 Open Solicitation Announcement

BJA is pleased to announce the third Open Solicitation Discretionary Grant Program. Applicants for this program are limited to units and agencies of state, local, or tribal governments.



Only units of government or agencies within units of government are eligible to submit concept papers under this solicitation. If you are not a governmental entity, you may partner with one, but the governmental agency or unit of government must serve as the applicant.



Concept papers under this solicitation must address CRIMINAL JUSTICE issues.

Through the Open Solicitation Discretionary Grant Program, BJA encourages state, local, and tribal governments to identify emerging or chronic criminal justice issues within their communities and jurisdictions and to provide innovative strategies for addressing those issues. This year, BJA is soliciting concept papers under nine broadly defined areas: alcohol and crime, crime prevention among the elderly, improving access to services in rural and tribal settings, mental health, police partnerships, local criminal justice planning, improvement of front-end decisionmaking, strategies to strengthen the adjudication process, and innovation in offender supervision and reentry. These nine topic areas represent priority issues for BJA, as expressed by practitioners throughout the criminal justice system. These topics are also priorities of the U.S. Department of Justice.

All concept papers must adhere to the administrative requirements outlined on page 11 of this document and must follow the format prescribed in the submission criteria on pages 11 and 12. Concept papers not adhering to these criteria will not be considered.

Submissions will be reviewed by panels of expert practitioners, who will make recommendations for awards to the Director of BJA. For suggestions on writing and submitting a concept paper to BJA, see page 17. Questions about this solicitation may be directed to the U.S. Department of Justice Response Center at 1-800-421-6770.

1999 Topic Areas

Applicants may submit only one concept paper in each topic area. Applicants may apply under as many topic areas as they wish, but they must submit a **DIFFERENT** concept paper for each topic.



1. Alcohol and Crime

Applicants are invited to submit concept papers that present strategies to address the link between alcohol and crime. This solicitation **excludes** DUI initiatives and proposals that address underage drinking.

- One or more grants will be awarded in this topic area.
- Award amount: Up to \$150,000 per award.
- Award period: Up to 18 months.

Eligibility Criteria

Units and agencies of state, local, or tribal governments are eligible. Tribes must be federally recognized. Eligibility includes, but is not limited to, states, counties, municipalities, villages, towns, townships, courts, and agencies working in prosecution, indigent defense, probation, parole, pretrial services, corrections, law enforcement, and social services. This restriction does not preclude private/not-for-profit agencies from collaborating with eligible applicants or two or more units of government from applying under the cover of one authorized applicant, which will be responsible for the administration of the award.

2. Crime Prevention Among the Elderly

Applicants are invited to submit concept papers that present strategies to minimize the victimization of the elderly, particularly within institutions (e.g., nursing homes and senior centers).

- One or more grants will be awarded in this topic area.
- Award amount: Up to \$150,000 per award.
- Award period: Up to 18 months.

Eligibility Criteria

Units and agencies of state, local, or tribal governments are eligible. Tribes must be federally recognized. Eligibility includes, but is not limited to, states, counties, municipalities, villages, towns, townships, courts, and agencies working in prosecution, indigent defense, probation, parole, pretrial services, corrections, law enforcement, and social services. This restriction does not preclude private/not-for-profit agencies from collaborating with eligible applicants or two or more units of government from applying under the cover of one authorized applicant, which will be responsible for the administration of the award.

3. Improving Access to Services in Rural and Tribal Settings

Applicants are invited to submit concept papers that present strategies to improve access to criminal justice and related social services for residents in rural and tribal settings. Emphasis will be placed on initiatives that use technology or mobile services to reach underserved populations.

- One or more grants will be awarded under this topic area.
- Award amount: Up to \$150,000 per award.
- Award period: Up to 18 months.

Eligibility Criteria

Units and agencies of state, local, and tribal governments are eligible, provided that they have, or serve, populations of fewer than 25,000 residents and that the community is not located within a metropolitan area. All federally recognized tribal governments and their units and agencies, as well as all state and local governments and their units and agencies that serve such federally recognized tribes, may apply. Eligibility includes, but is not limited to, states, counties, municipalities, villages, towns, townships, courts, and agencies working in prosecution, indigent defense, probation, parole, pretrial services, corrections, law enforcement, and social services. This restriction does not preclude private/not-for-profit agencies from collaborating with authorized applicants or two or more units of government from applying under the cover of one authorized applicant, which will be responsible for the administration of the award.

4. Mental Health

Applicants are invited to submit concept papers that present strategies to address the increasing number of defendants/offenders with mental health issues within criminal justice systems. Emphasis will be on initiatives that include partnerships with mental health diagnosis and treatment service providers and components of the criminal justice system. These components include, but are not limited to, courts, prosecutors, defenders, and agencies working in pretrial services, corrections, probation/parole, and law enforcement.

- One or more grants will be awarded under this topic area.
- Award amount: Up to \$150,000 per award.
- Award period: Up to 18 months.

Eligibility Criteria

Units and agencies of state, local, or tribal governments are eligible. Tribes must be federally recognized. Eligibility includes, but is not limited to, states, counties, municipalities, villages, towns, townships, courts, and agencies working in prosecution, indigent defense, probation, parole, pretrial services, corrections, law enforcement, and social services. This restriction does not preclude private/not-for-profit agencies from collaborating with eligible applicants or two or more units of government from applying under the cover of one authorized applicant, which will be responsible for the administration of the award.

5. Police Partnerships

Applicants are invited to submit concept papers that present strategies to link police with nontraditional partners to prevent or reduce crime and to enhance the efficiency of law enforcement efforts. These partnerships may include, but are not limited to, faith institutions, social services providers, and agencies working in pretrial services, prosecution, indigent defense, probation, parole, corrections, and community interest groups. For purposes of this solicitation, partnerships between the police and Drug Abuse Resistance Education (D.A.R.E.[®]), Boys and Girls Clubs of America, or Police Athletic Leagues will **not** be considered.

- One or more grants will be awarded under this topic area.
- Award amount: Up to \$150,000 per award.
- Award period: Up to 18 months.

Eligibility Criteria

Units and agencies of state, local, or tribal governments are eligible. Tribes must be federally recognized. Eligibility includes, but is not limited to, states, counties, municipalities, villages, towns, townships, courts, and agencies working in prosecution, indigent defense, probation, parole, pretrial services, corrections, law enforcement, and social services. This restriction does not preclude private/not-for-profit agencies from collaborating with eligible applicants or two or more units of government from applying under the cover of one authorized applicant, which will be responsible for the administration of the award.

6. Local Criminal Justice Planning

Applicants are invited to submit concept papers that present strategies to enhance criminal justice planning at the county, municipal, or local level. Awards may support dedicated planning staff, consultants, training, and materials to establish or improve long-range criminal justice planning efforts. Planning efforts must be broad-based and include all components of the criminal justice system, other affected governmental agencies, and the communities they serve. Emphasis will be placed on regional planning efforts that include multiple localities and/or counties.

- One or more grants will be awarded under this topic area.
- Award amount: Up to \$150,000 per award.
- Award period: Up to 30 months.

Eligibility Criteria

Units and agencies of state, local, or tribal governments are eligible. Tribes must be federally recognized. Eligibility includes, but is not limited to, states, counties, municipalities, villages, towns, townships, courts, and agencies working in prosecution, indigent defense, probation, parole, pretrial services, corrections, law enforcement, and social services. This restriction does not preclude private/not-for-profit agencies from collaborating with eligible applicants or two or more units of government from applying under the cover of one authorized applicant, which will be responsible for the administration of the award.

7. Improving Front-End Decisionmaking

Applicants are invited to submit concept papers that present strategies to improve front-end decisionmaking within state, local, and tribal justice systems. Proposals may address arrest/summons policies, bail setting, pretrial services and supervision, appointment of counsel, and diversion from prosecution.

- One or more grants will be awarded under this topic area.
- Award amount: Up to \$150,000 per award.
- Award period: Up to 18 months.

Eligibility Criteria

Units and agencies of state, local, or tribal governments are eligible. Tribes must be federally recognized. Eligibility includes, but is not limited to, states, counties, municipalities, villages, towns, townships, courts, and agencies working in prosecution, indigent defense, probation, parole, pretrial services, corrections, law enforcement, and social services. This restriction does not preclude private/not-for-profit agencies from collaborating with eligible applicants or two or more units of government from applying under the cover of one authorized applicant, which will be responsible for the administration of the award.

8. Strategies To Strengthen the Adjudication Process

Applicants are invited to submit concept papers that present strategies to improve the efficiency of or enhance the operation of courts, prosecution, defense, or other components of the adjudication process.

- One or more grants will be awarded under this topic area.
- Award amount: Up to \$150,000 per award.
- Award period: Up to 18 months.

Eligibility Criteria

Units and agencies of state, local, or tribal governments are eligible. Tribes must be federally recognized. Eligibility includes, but is not limited to, states, counties, municipalities, villages, towns, townships, courts, and agencies working in prosecution, indigent defense, probation, parole, pretrial services, corrections, law enforcement, and social services. This restriction does not preclude private/not-for-profit agencies from collaborating with eligible applicants or two or more units of government from applying under the cover of one authorized applicant, which will be responsible for the administration of the award.

9. Innovations in Offender Supervision and Reentry

Applicants are invited to submit concept papers that propose innovations in the supervision of defendants or offenders. Priority will be given to proposals that address issues related to defendant/offender reentry into communities following incarceration. Proposals may include the use of technology (excluding electronic surveillance), non-traditional resources, and other new approaches to monitor and correct the behavior of individuals under the supervision of the criminal justice system. These approaches may include, but are not limited to, new roles for courts and agencies working in prosecution, defense, pretrial services, corrections, probation, and parole.

- One or more grants will be awarded under this topic area.
- Award amount: Up to \$150,000 per award.
- Award period: Up to 18 months.

Eligibility Criteria

Units and agencies of state, local, or tribal governments are eligible. Tribes must be federally recognized. Eligibility includes, but is not limited to, states, counties, municipalities, villages, towns, townships, courts, and agencies working in prosecution, indigent defense, probation, pretrial services, corrections, law enforcement, and social services. This restriction does not preclude private/not-for-profit agencies from collaborating with eligible applicants or two or more units of government from applying under the cover of one authorized applicant, which will be responsible for the administration of the award.

Selection and Review Process

BJA will establish peer review teams for individual topic areas. These teams will review and score the concept papers and make recommendations for awards to the Director of BJA. Awards will be made by the Assistant Attorney General, in consultation with the Director of BJA, on the basis of peer review results as well as geographic and other considerations. BJA will then request that the selected applicants submit formal applications for approval prior to funding. Concept papers may be available to others upon request.

Contacts for More Information

Questions about this solicitation announcement may be directed to the DOJ Response Center at 1-800-421-6770. Applicants will receive a postcard acknowledging BJA's receipt of their concept paper 4 to 6 weeks after the submission deadline. For general information about BJA programs and training and technical assistance, contact the BJA Clearinghouse at 1-800-688-4252 or access the BJA World Wide Web home page at www.ojp.usdoj.gov/BJA.

Submission Criteria

Concept paper submissions must be RECEIVED at the Bureau of Justice Assistance by close of business (5 p.m. eastern time) on **DECEMBER 13, 1999.**
FAXED SUBMISSIONS WILL NOT BE ACCEPTED. SUBMISSIONS NOT ADHERING TO THESE REQUIREMENTS WILL NOT BE CONSIDERED.

Administrative Requirements

To be considered for funding, concept papers must:

- Follow the format described on pages 11 and 12 of this announcement.
- Include the standard cover page (page 15 of this announcement).
- Not exceed six pages, excluding cover page.
- Be submitted on 8- by 11-inch paper, single or double spaced, using one side, in standard 10- or 12-point fonts.
- Not include appendixes or attachments.

Applicants must submit **six** copies of each concept paper by the deadline stated above. Applicants must be units or agencies of state, local, or tribal governments to be considered for funding.



Concept Paper Format Requirements and Scoring

Each concept paper must address only one topic area. To be eligible for consideration, each paper must answer the following questions in the order presented here. List each question by number, followed by your answers. Papers that do not follow this format will be removed from the review process. If statistics or other research findings are used to support a statement or position, include the source in your narrative.

Concept papers will be scored based on the following criteria, which must be in the following sequence:

- 1. What is the problem? (200 points)**
Identify a problem that easily fits the topic area you have chosen. Describe your problem clearly and succinctly. Include data that show the size and scope of the problem. Explain the impact of the problem on your system or community. Explain why the problem has not been addressed previously, or, if it has, explain what the results were.
- 2. What are you proposing to do and how do you intend to do it? (200 points)**
Provide an overview of your concept or strategy. Make certain there is a clear and strong link between what you are proposing and how it will address the problem you described. This solicitation seeks new and innovative approaches. Are you proposing a concept for your community or jurisdiction that is new? How is it different from the current approach? How will the new approach produce the results you are seeking? Describe the strategy carefully so that what you propose to do and how you will do it is clear. Once the strategy is fully developed, what tasks will occur and when? Include all elements needed to make your concept work. This section must address issues such as program length and overall design.
- 3. What other agencies/resources will work with you? (200 points)**
This section should describe who your partners will be, what role they will play, and whether these partnerships will be new. Partnerships or consortia among public agencies, private organizations, and community-based groups are strongly encouraged and will contribute to your score. The commitment and support you describe from other sources will be verified prior to a final award.
- 4. How will you know if your concept works? (200 points)**
This section should address the measurements you will put in place to determine your strategy's effectiveness. A clear connection should be maintained with the problem you identified. Explain what will be measured, who will do it, and how the information will be used.
- 5. What are the costs and cost benefits of implementing the strategy? (200 points)**
Describe not only the cost, but the cost benefits of your strategy. You do not need to submit a detailed budget, but you must describe how the federal funds you are seeking will be used. If your approach seeks to reduce the costs of current practices, describe the nature and extent of the savings. Only proposals that include direct support from other federal or nonfederal sources will be eligible to receive the maximum number of points for this section.

Note to Applicants: These instructions will be provided to peer reviewers when they review and score submissions.

Deadline and Submission

Six copies of each paper must be RECEIVED at BJA no later than the close of business (5 p.m. eastern time) DECEMBER 13, 1999. BJA WILL NOT GRANT EXTENSIONS OF THE DEADLINE OR ACCEPT FAXED SUBMISSIONS.

The envelope conveying the copies must indicate the number of the topic area in which you are applying. For example, the envelope of a submission addressing Mental Health must be marked "Topic Area 4." Applicants submitting more than one concept paper must submit the copies of each paper in a separate envelope. Concept papers should be mailed or delivered to:

Bureau of Justice Assistance
Attention: BJA Control Desk
5640 Nicholson Lane, Suite 300
Rockville, MD 20852

Cover Page: 1999 Open Solicitation Bureau of Justice Assistance

NOTE: All applicants must use this page as the cover of each submission.

Topic Area:

- | | |
|---|---|
| <input type="checkbox"/> 1. Alcohol and Crime | <input type="checkbox"/> 6. Local Criminal Justice Planning |
| <input type="checkbox"/> 2. Crime Prevention Among the Elderly | <input type="checkbox"/> 7. Improving Front-End Decisionmaking |
| <input type="checkbox"/> 3. Improving Access to Services in Rural and Tribal Settings | <input type="checkbox"/> 8. Strategies To Strengthen the Adjudication Process |
| <input type="checkbox"/> 4. Mental Health | <input type="checkbox"/> 9. Innovations in Offender Supervision and Reentry |
| <input type="checkbox"/> 5. Police Partnerships | |

Name of Agency Applying: _____

Address of Agency Applying: _____

Applicable Unit of Government: State County/Parish/Borough Tribal
(Please check only one.) City/Municipality/Village/Town/Township
 Other _____

Type of Agency: Court Prosecutor Public Defender Corrections
(Please check only one.) Law Enforcement Probation/Parole Public School
 City/County/State Tribal Other _____

Concept Paper Strategy Type: Adjudication Prosecution Indigent Defense
(Primary) Corrections Law Enforcement Pretrial Services
 Probation/Parole School-Based Other _____
If multidisciplinary, please specify strategy types.

Name and Title of Contact: _____

Contact's Telephone Number: _____

Contact's Fax Number: _____

Contact's E-mail Address: _____

- | | |
|--|--|
| Is this your first federal grant proposal? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is this your first U.S. Department of Justice proposal? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Was this concept paper submitted under BJA's 1997 or 1998 Open Solicitations?
(If yes, please circle which year or both years.) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is your jurisdiction's population less than 25,000? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you submitted this proposal to other federal agencies? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Suggestions for Submitting Open Solicitation Proposals to BJA

- ❑ Carefully review the eligibility section for the topic area you have selected. Remember: Nonprofit organizations must have a government partner that will serve as the applicant.
- ❑ Carefully review the administrative requirements on page 11.
- ❑ Although this concept paper process is less burdensome for the applicant than traditional applications for competitive grants, **DO NOT WAIT UNTIL THE LAST MINUTE!** Rushed proposals often omit key elements and fail to explain crucial concepts. Write your proposal early, review it, show it to others, and give yourself time to make adjustments.
- ❑ Before attempting to put your concept paper in narrative form, develop an outline using the submission criteria as a framework. Include your proposal's major components and participants.
- ❑ Do not waste time worrying about "what are these funders really looking for?" Instead propose *your* state/local/tribal response to issues you feel can be successfully addressed with a grant award.
- ❑ Don't promise what you can't produce. Reviewers are often skeptical of overly ambitious projects that do not appear to have the potential for success.
- ❑ Write plainly and succinctly. Your proposal will be reviewed by people like you, practitioners with experience in the concept paper topic areas. Describe your proposal in your terms. Do not waste space by including "buzz phrases" you feel may be held in favor by funders.
- ❑ Resist the temptation to list the past accomplishments of the agency or unit of government sponsoring the proposal or those of key actors. Do not list collaborators who do not have a direct role in your proposal. Use the six pages (plus cover) you are allotted to answer the questions the reviewers will score.
- ❑ Remember that proposals exceeding six pages **WILL NOT BE CONSIDERED**. Give yourself enough time to edit your ideas to fit the required format.
- ❑ Remember that your proposal will likely be reviewed by people who have never been to your jurisdiction or community. Do not assume they know what you do not tell them.
- ❑ Keep in mind that it is our job to help you. If you have questions about the solicitation, call the U.S. Department of Justice Response Center at 1-800-421-6770.
- ❑ Tell us what you think of this process. BJA is interested in developing responsive, fair procedures to support the grant process. If you have comments or suggestions regarding the grant process, please send them to Director, Bureau of Justice Assistance, 810 Seventh Street NW., Washington, DC 20531.

Bureau of Justice Assistance Information

General Information

Callers may contact the U.S. Department of Justice Response Center for general information or specific needs, such as assistance in submitting grants applications and information on training. To contact the Response Center, call 1-800-421-6770 or write to 1100 Vermont Avenue NW., Washington, DC 20005.

Indepth Information

For more indepth information about BJA, its programs, and its funding opportunities, requesters can call the BJA Clearinghouse. The BJA Clearinghouse, a component of the National Criminal Justice Reference Service (NCJRS), shares BJA program information with state and local agencies and community groups across the country. Information specialists are available to provide reference and referral services, publication distribution, participation and support for conferences, and other networking and outreach activities. The Clearinghouse can be reached by:

- Mail**
P.O. Box 6000
Rockville, MD 20849-6000
- Visit**
2277 Research Boulevard
Rockville, MD 20850
- Telephone**
1-800-688-4252
Monday through Friday
8:30 a.m. to 7 p.m.
eastern time
- Fax**
301-519-5212
- Fax on Demand**
1-800-688-4252
- BJA Home Page**
www.ojp.usdoj.gov/BJA
- NCJRS World Wide Web**
www.ncjrs.org
- E-mail**
askncjrs@ncjrs.org
- JUSTINFO Newsletter**
E-mail to listproc@ncjrs.org
Leave the subject line blank
In the body of the message,
type:
subscribe justinfo
[your name]



BJA World Wide Web Address

**For a copy of this document online,
as well as more information on BJA,
check the BJA Home Page at
www.ojp.usdoj.gov/BJA**

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, DC 20531

Official Business
Penalty for Private Use \$300

Return Service Requested

FIRST-CLASS MAIL
POSTAGE & FEES PAID
DOJ/BJA
PERMIT NO. G-91